



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CERE-AM (405-10j)

14 May 1993

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Procedures for Lease Acquisition of Recruiting
Facilities

1. Enclosed are procedures and related forms for lease acquisition of recruiting facilities for your immediate use. The enclosed procedures must be used to execute all new and relocation actions including unaccomplished new and relocation actions on the FY 93 Recruiting Facilities Maintenance Program (REMP) and relocations on the Recruiting Facilities Reduction Program (RFRP). The procedures are based on the revised ER 405-12-1, Chapter 5 which implements the Competition in Contracting Act (CICA) of 1984.

2. If you have any questions regarding subject, please contact Darvin Smith (202) 761-1706 or DSN 763-1706.

FOR THE DIRECTOR:

Encl

/S/

LAURA OUVerson NORMAN
Chief, Acquisition Division
Directorate of Real Estate

DISTRIBUTION: (w/encls)

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U.S. AIR FORCE AIR TRAINING COMMAND, ATTN: CEPE
COMMANDANT, U.S. MARINE CORPS, ATTN: MRF
OASD (FM&P)/AP
Pentagon Rm 2B271 ATTN: Ron Liveris
Washington, D.C. 20310-4000

PROCEDURES FOR LEASE ACQUISITION OF RECRUITING FACILITIES

Purpose - To provide joint procedures and responsibilities of the Corps of Engineer Districts and Recruiting Services Main Station Commands for the acquisition of recruiting offices.

Responsibility of the Services - Main Station Recruiting Commands nominate relocations or new offices through their higher command channels prior to the year of execution (due in January for the following fiscal year; for example: Execution of FY94 began current year programming January 1993). Corps of Engineer Districts will provide budget estimates for actions prior to midyear review.

Midyear Review - In mid March, Services are required to submit basic relocation packages to the Office of the Assistant Secretary of Defense (OASD) for approval. Local Commands prepare and submit relocation packages through their higher chain of command. These packages include local collocated command concurrences and relocation justifications.

OASD approved relocation actions will continue to be classified as funded in RFMIS. OASD disapproved relocation actions will be classified as unfunded in RFMIS (OASD disapproved relocation actions must be noted in the remarks column of RFMIS by the Corps Districts).

A hard copy of the approved actions will be disseminated to subordinate commands for planning and budgeting purposes. The Corps of Engineers will receive approved actions via RFMIS.

There will be no add-ons after 30 March, unless they are mission essential and HQUSACE approval is obtained. HQUSACE will coordinate all add-ons with OASD prior to approval.

Division Collocation Meetings - Each Service's local command should be prepared with their geographical boundaries for each relocation or new office. Coordination with all Services involved by the sponsoring service on geographical boundaries along with concurrence letters on relocations, prior to this meeting will expedite the process. Final boundaries for the broadest possible area to allow for reasonable competition. The Corps of Engineers is responsible to verify that each action is executable.

August JRFC Meeting - The final budget guidance from HQUSACE allows Recruiting Headquarters Commands to determine which actions will be funded. The approved final program will be validated via RFMIS by The Recruiting Headquarters Commands prior to 1 September. Any change to this final program for relocations

will require concurrence from the majority of Services involved and OASD.

Prior to beginning a new or relocation action the Corps of Engineer District sends the confirmation form provided at enclosure 2 to the Recruiting Headquarters Commands. The confirmation form is returned with the appropriate signature validating manpower, vehicles and boundaries.

Corps Districts do advertising/market surveys to identify potential sites within boundaries common to all Services.

Corps Districts will identify sites to the local command(s) for rating, in accordance with guidelines and weighting provided at enclosure 3.

Corps Districts and main station representatives (decision maker) will visit identified sites to determine if there is any reason a site is unacceptable. If unacceptable, the main station representative must justify why it doesn't meet previously identified minimum requirements. Conflicts between Corps Districts and Services will be resolved via JRFC.

Service Main station representatives will be allowed to rate the facility using the recruiting guidelines for CICA. The Corps of Engineers District will provide the guidelines to main station representative(s) during site visit. If any changes during the negotiation procedures are made to the proposal that affect the operational factors, the Service representative will have an opportunity to reevaluate that factor.

Corps Districts will incorporate the ratings from enclosure 3 into the lease award worksheet provided as enclosure 4.

RECRUITING FACILITIES MAINTENANCE PROGRAM FY 9__

VALIDATION OF REQUIREMENTS

Action: ☐ Relocation ☐ New Office

Location: _____

Existing Lease No. _____

Command	RSID	Auth Pers	Auth Veh
_____	_____	_____	_____

Geographical Boundary Data: _____

☐ Approved ☐ Disapproved

_____	_____
JRFC Member	Date

Remarks: _____

RECRUITING FACILITY RATING WORKSHEET

Completed by _____ on _____ for the
(Date)

{ } ARMY { } NAVY { } AIR FORCE { } MARINE CORPS

Rating Categories/Weights %	Site 1	Site 2	Site 3	Site 4	Site 5
Location of Facility: i.e. * Street level, 2nd or 3rd floor etc. * Proximity to main traffic artery * Proximity to public transportation * Capability of adjacent businesses Enlisted 50%; Med/Prof 30%; Inter 20%					
Access to space: i.e. * Convenience and easy of access to space * Acceptable restrictions to space * Acceptable hours of access Enlisted 20%; Med/Prof 20%; Inter 30%					
Parking: i.e. * Convenient parking for GOVs * Adequate parking for applicants * Availability of parking for POVs Enlisted 10%; Med/Prof 20%; Inter 5%					
Signage, Visibility: i.e. * Adequate exterior signage advertising office space * Adequate interior signage (e.g. lobby directory, suite identification) * Visibility to public Enlisted 10%; Med/Prof 5%; Inter 5%					
Floor Plan/Layout: i.e. * Display Area * Storage proximity to office space * Separate test rooms for each service * Minimal common use area * Efficient layout Enlisted 10%; Med/Prof 25%; Inter 25%					

Rate each category with a single number from 1 to 10; 10 being the best rating.

Award Rating

10.	+	=	
9.	+	=	
8.	+	=	
7.	+	=	
6.	+	=	
5.	+	=	
4.	+	=	
3.	+	=	
2.	+	=	
1.	+	=	

BID/OFFER ANALYSIS WORKSHEET

Site no.: _____ Location: _____

Offeror: _____

Operational Factor: { } 40% (Enlisted) { } 30% (Med/Prof) { } 20% (Inter)
Cost Factor: 60% 70% 80%

OPERATIONAL FACTOR COMPUTATION

Operational Category	Weight%	* Rating	Operational Category Weighted Rating
Location	_____	_____	_____
Access	_____	_____	_____
Parking	_____	_____	_____
Signage/Visibility	_____	_____	_____
Floor Plan/Layout	_____	_____	_____
TOTAL WEIGHTED RATING			_____

Total Weighted Rating	Operational Factor %	Total Weighted Operational Factor
_____ X 10	_____ X	_____ = _____

COST FACTOR COMPUTATION

Subject Bid/offer	Lowest Bid/offer	Weighted Cost
1 / (_____ / _____)		x 100 = _____
Weighted Cost	Cost Factor %	Total Weighted Cost Factor
_____ X	_____	= _____

* = Negotiated/compromised rating of all services collocated.